

APCO
CRIB
RCAP

07-RIN-0084-00

FREEDOM OF INFORMATION ACT (FOIA) GUIDE AND PROGRAM CHECKLIST

CASL/BoIdiner
A FOIA request is a written request for records held or believed to be held by EPA. The request need not specifically refer to the FOIA. The Act requires that agencies provide records unless they are exempt from disclosure.

NFMB
FOIA OFFICE (OEP)

SUPR
FOIA requests are date-stamped and logged into the FOIMATS system by the FOIA Coordinator, OEP. The FOIMATS system assigns a control number (Request Identification Number (RIN)) and generates a control slip. Copies of the request are handcarried to appropriate programs/offices. Upon receipt of records and backup material from the programs/offices, the FOIA Coordinator prepares an appropriate response letter for signature by the FOIA Officer. FOIA Officer signs all responses except denials. Initial denials are prepared by the FOIA Coordinator for the signature of the appropriate Division Director.

PROGRAM RESPONSIBILITY

Understand what the writer is asking for. If not, call the requestor for clarification. (Scope of request can often be narrowed.) If fees for processing request exceed \$25.00 and requestor has not indicated in letter willingness to pay up to a specified amount, call requestor advising of estimated fees for processing request and obtain agreement to reimburse the Agency.

Document all actions for processing request. Complete the Program Checklist (below) before submittal to the FOIA Coordinator. Assure that ALL portions of request which your program/office is responsible for have been responded to. When the records responsive to the request are prepared and Program Checklist completed, send to FOIA Coordinator with any details that should be known for preparation of response letter. INCLUDE THE CONTROL SLIP when submitting to the FOIA Coordinator. The FOIA control number (RIN) is the only means of identification and tracking.

Effective October 1, 1998, it is the program's/office's responsibility to provide information for compilation of administrative costs with each FOIA request. This information is entered into the FOIMATS system by the FOIA Coordinator, OEP. The information will be retrieved by headquarters annually and included in the Annual Report to Congress. See attached headquarters guidance.

PROGRAM CHECKLIST FOR TRANSMITTAL OF RECORDS/INFORMATION TO OEP FOR RESPONSE LETTER

	Yes	Date	No	N/A
Program has responsive records	<input checked="" type="checkbox"/>	8/10	<input type="checkbox"/>	<input type="checkbox"/>
Index of records releases and/or denied (<i>entire files copied</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Counsel consulted re releasability of records	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exemption cited for records denied 5 U.S.C. 552(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy(ies) of record(s) initially denied in program's files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OR submitted to FOIA Coordinator (in FOIA files in case of appeal by requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Business confidentiality determination applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Program notified third party by letter from Division Director of opportunity to substantiate business confidentiality claim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(over)



R00148994
RCRA RECORDS CENTER

Yes	Date	No	N/A
		<input checked="" type="checkbox"/>	

Extension of "due date" requested 40 CFR 2.112(e)

- ___ (1) The need to search for and collect the requested records from offices that are physically distant from this office
- ___ (2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distant records involved in your request
- ___ (3) The need for consultation, which shall be conducted with all practicable speed, with another agency or EPA office having a substantial subject-matter interest in your request

Requestor advised of charges and agreed to payment:

Cost of processing request: Record search 1.5 hrs. @ 10.00 per 1/2 hr.; Record review 1 hrs. @ 10.00 per 1/2 hr.; copying 1132 pages @ \$.15 per page; actual cost to EPA (computer time, diskettes, maps, photos, etc.) 2 large maps @ \$1 each = \$2.00

Date of transmittal of records/information to OEP 8/10

Person(s) responsible for gathering records/information (contact for response letter) FOIA Haugen ARTD/RESP (913) 551-7877

Division Director (or designee) concurrence/signature X Haugen

EFFECTIVE 10/1/98 ADMINISTRATIVE COSTS TO BE ENTERED INTO FOIMATS BY FOIA COORDINATOR, OEP, FOR INCLUSION IN ANNUAL REPORT TO CONGRESS

SEE ATTACHED HEADQUARTERS INSTRUCTIONS

IN COMPLIANCE WITH E-FOIA, ALL PERSONS WHO WORK IN ANY CAPACITY ON A REQUEST WITHIN EPA ARE REQUIRED TO PROVIDE THE TIME SPENT AND HOURLY RATE FOR ADMINISTRATIVE COSTS.

TOTAL HOURS:	<u>2.5</u>	HOURLY RATE:	<u>27.39</u>	TOTAL COST:	<u>68.48</u>
TOTAL HOURS:	_____	HOURLY RATE:	_____	TOTAL COST:	_____
TOTAL HOURS:	_____	HOURLY RATE:	_____	TOTAL COST:	_____
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TOTAL HOURS:	_____	HOURLY RATE:	_____	TOTAL COST:	_____

Freedom of Information Act Request

07-RIN-00854-00

all redactions to remove nonresponsive information

Requestor:	RICHARD P. CASETTA	Request Date:	07/26/2000
Company:	THOMPSON COBURN	Date Received:	07/27/2000
Fee Category:	Commercial	Acknowledged:	07/27/2000

Subject: ST. LOUIS ORDNANCE/AK/A UNITED STATES
CARTRIDGE COMPANY, [REDACTED]

Lead Office: 07-OEP

Assigned to: 07-APCO, 07-CNSL, 07-CRIB, 07-NFMB, 07-OEP, 07-RCAP,
07-SUPR

Original Due Date: 08/24/2000 New Due Date:

Track:	BASIC	Fee Waiver Requested:	NO
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FIS Initials: PP

SPECIAL INSTRUCTIONS:

programs/cnsl provide input, oep signature

FOIAS ARE HAND-CARRIED TO
DIVISION/BRANCH/OFFICE ON DATE
RECEIVED. FOIAS ARE DUE 10 WORKING
DAYS FROM DATE RECEIVED.

01 AUG 2000
Tri-Cor Ind Inc
S. Britt

REC'D BY: _____

DATE _____

THOMPSON COBURN

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07-RIN-00854-00

RECEIVED

July 26, 2000

JUL 27 2000

EPA-RGAD-OEP-FOIA
REGION VII

Richard P. Cassetta
314-552-6135
FAX 314-552-7135
EMAIL rcassetta@
thompsoncoburn.com

Regional Freedom of Information Officer
U.S. EPA, Region 7
726 Minnesota Avenue
Kansas City, KS 66101

APCO
CRIB
RCAP
CNSL/Bolding
SUPR
OEP
NFMB

Re: [REDACTED]

Freedom of Information Act - Request Re: St. Louis Ordnance a/k/a United States
Cartridge Company et al

(314) 552-6194

Dear FOIA Officer:

I hereby request records of the United States Environmental Protection Agency regarding the following Missouri companies. I have included all known company names and the approximate time frames these companies operated.

St. Louis Ordnance and/or United States Cartridge Company. This company, known locally as the "Small Arms Plant" and "St. Louis Ammunition Plant" operated from approximately 1941 through 1945, 1950 through 1957, and 1967 through ?.

4300 Goodfellow

July 26, 2000
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I understand that I can expect to hear from you in approximately 20 business days regarding the status of this request.

Thank you for your assistance with this matter.

Very truly yours,

Thompson Coburn LLP

/s/ Richard P. Cassetta

By

RICHARD P. CASSETTA

RPC/RAS